

**FIREFIGHTER/PARAMEDIC-PROBATIONARY APPLICANTS
ON-LINE INSTRUCTIONS
(FOLLOW COMPLETELY)**

1. Read all information carefully and fill out all forms completely. Make sure that you **complete all sections** of the Employment packet.
2. **DO NOT QUIT YOUR JOB!** This **IS NOT** a job offer.
3. Applicants that attended high school in Memphis and do **NOT** have your High School Diploma, GED or a copy of your high school transcript with date of graduation, the following forms are enclosed: ***Diploma Request form, High School Transcript Request form and an information sheet regarding GED.***
4. Fill out the **Authorization for Release of Personal Information** form, sign it and have witnessed by spouse, friend or relative. **THIS FORM MUST BE NOTARIZED.**
5. Read the Physical Fitness Overview completely. The overview gives you a more detailed explanation of the contents of the test. The test will be similar to, if not identical to, this sample.
6. On-line applicants must enclose **copies** of the following documents with your completed Application Packet when it's returned. Without these documents your Firefighter/Paramedic-Probationary application packet **WILL NOT BE ACCEPTED.**
 - a. State of Tennessee Paramedic License, EMT Advanced, (wallet size Paramedic card)
 - b. High School Diploma , GED or High School Transcript with date of graduation
 - c. Birth Certificate or other proof of age (such as life insurance papers taken out as an infant, or elementary school record)
 - d. Veteran's DD-214 papers which includes the part listing the character of discharge, if you have had military service
 - e. Photocopy of Valid Driver's License

Applicants that **do not** have a TN Paramedic License and are eligible for reciprocity in the State of Tennessee as a licensed paramedic must obtain State of Tennessee licensure prior to employment. The **WEB SITE** to download the Reciprocity Packet and the state contact person regarding licensure questions is as follows:

<http://www2.state.tn.us/health/ems/index.htm>.

If you place your cursor on the link above and press the control (Ctrl) key on your key board and right click the link with your mouse it will take you to the page.

7. **RETURN** the completed application, forms in this packet (Disclosure and Authorization/Consent Release forms, Equal Opportunity/Affirmative Action Statistics, Authorization for Release of Personal Information (the Authorization for Release form **must be notarized**) and all photocopies to the Employment Service Center, City Hall, 125 North Main Street, Room 1B-33, Memphis, TN 38103 between 8:00 a.m. and 5:00 p.m., (901) 576-6509, **no later than two weeks after you download the packet.** If you live **outside of Shelby County**, you have the option of mailing the packet to us at the above address. Shelby County residents **must** return packets in person.

NOTE: If your returned Application Packet is complete and you meet the minimum qualifications, you will be notified by mail (probably after the posting is closed) of your scheduled test date. Therefore, notify this office of any change of address or telephone number.

EXAMPLE OF **EMT-A** CARD COPY TO SUBMIT:

STATE OF TENNESSEE
<u>EXAMPLE</u>
00048 06-3086 John Q. Smith
Emergency Medical Technician – Advanced Paramedic

